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**HISTORIC LANDMARK COMMISSION MEETING MINUTES
FIRST FLOOR, COUNCIL CHAMBERS
CITY 1 BUILDING, 300 N. CAMPBELL STREET
DECEMBER 18, 2017, 4:00 P.M.**

The El Paso Historic Landmark Commission held a public hearing in the Council Chambers, City 1 Building, 300 N. Campbell Street, December 18, 2017, 4:04 p.m.

The following commissioners were present:

Vice-Chairman D.J. Sevigny
Commissioner Vicki Hamilton
Commissioner Sherry Knapp Mowles
Commissioner Charles Stapler
Commissioner Samuel Trimble
Commissioner Kelly Blough
Commissioner Don Luciano
Commissioner Sergio Ramos

Commissioner not present:

Commissioner Geoffrey Wright

The following City staff members were present:

Ms. Providencia Velázquez, Historic Preservation Officer, Economic & International Development
Mr. Omar DeLaRosa, Assistant City Attorney, City Attorney's Office

CALL TO ORDER

Chairman Sevigny called the meeting to order at 4:04 p.m., quorum present.

CHANGES TO THE AGENDA

Ms. Velázquez noted that there were no changes to the agenda but took this time to introduce Commissioner Sergio Ramos, newly appointed member to the HLC by Representative Peter Svarzbein, District 1.

Chairman Sevigny welcomed Commissioner Sergio Ramos and allowed him a few moments to present himself.

Commissioner Ramos gave a brief introduction of himself.



CALL TO THE PUBLIC

Chairman Sevigny asked if anyone present would like to address the Commission on issues not posted on the agenda. *There was no response.*

1. Election of new Vice-Chairman

NOMINATIONS:

ACTION: Motion made by Commissioner Trimble, TO NOMINATE COMMISSIONER BLOUGH AS VICE-CHAIR. Commissioner Blough declined.

ACTION: Motion made by Chair Sevigny, seconded by Commissioner Luciano, AND UNANIMOUSLY CARRIED TO NOMINATE COMMISSIONER TRIMBLE AS VICE-CHAIR.

MOTION PASSED.

2. PZRC17-00018	100 Government Hill Lot 18, EPCC Rio Grande Campus Subdivision, City of El Paso, El Paso County, Texas
Location:	1710 Radford Street
Historic District:	Austin Terrace
Property Owner:	Scott and Jennifer Crawford
Representative:	Scott and Jennifer Crawford
Representative District:	2
Existing Zoning:	R-4/H (Residential/Historic)
Year Built:	1948
Historic Status:	Contributing
Request:	Reconsideration of a previously approved Certificate of Appropriateness for the replacement of existing windows with vinyl windows
Application Filed:	12/11/17
45 Day Expiration:	01/25/18

Ms. Velázquez gave a presentation and noted that the Commission had previously seen this application. The request is for a reconsideration of a previously Certificate of Appropriateness for the replacement of existing windows with vinyl windows.

GENERAL INFORMATION

The applicant seeks approval for:



Reconsideration of a previously approved Certificate of Appropriateness for the replacement of existing windows with vinyl windows with the modifications that windows on the north, east, and south elevations, be replaced with sash windows, single or double hung, with interior muntins made to match the existing divided light patterns. The color shall be as close to the existing color as possible (brown). For the west elevation, the windows shall be replaced with 2 picture windows for window 1 and window 10 with 3 dimensional exterior muntins made to match the existing divided light patterns. The color shall be as close to the existing color as possible (brown).

STAFF RECOMMENDATION:

*The Historic Preservation Office recommends **APPROVAL** of the proposed scope of work based on the following recommendations:*

The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:

- *However, if windows are damaged beyond repair, replacement windows should match the type (such as double hung), style (for example six panes over six panes), and finish (paint).*
- *Do not use single pane picture windows or horizontal sliding windows if they are not the original window types.*
- *Retain and preserve original doors and windows, including such elements as sash, glass, sills, lintels, casings, muntins, trim, frames, thresholds, hardware and shutters. If repair of an original window or door element is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic materials should be avoided.*
- *When repair is not feasible, door and window products will be reviewed on an individual basis using the following criteria:*
 - a. Architectural and historical compatibility*
 - b. Comparison to original profile*
 - c. Level of significance of original doors and windows to the architectural style of the building.*



- d. *Three dimensional exterior applied muntins that simulate or match the original muntins may be approved. Single dimension interior applied muntins are not appropriate.*

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

There was discussion amongst Ms. Velázquez, Chairman Sevigny, Vice-Chairman Trimble, and Commissioner Hamilton.

Scott Crawford, property owner, responded to comments and questions from the commissioners.

MOTION:

Motion made by Commissioner Trimble, seconded by Commissioner Stapler ***AND UNANIMOUSLY CARRIED TO APPROVE AS PRESENTED.***

Commissioner Stapler noted that all of the even pages on the back-up documents were missing. He suggested that the minutes for December 4, 2017, and the Administrative Review Status Report, not be approved until the entire pages are printed out.

Chair Sevigny noted that they could go ahead with the approval since they received all this information via email.

3. Addresses of property HLC commissioners have requested that HLC staff review or investigate and provide a report to the HLC. If no addresses are submitted in advance and listed under this agenda item, commissioners may announce such addresses under this agenda item. Discussion on property announced at this meeting will take place during the next regularly scheduled meeting. December 18, 2017 deadline for HLC members to request for agenda items to be scheduled at the January 8, 2018 meeting. January 8, 2018 deadline for HLC members to request for agenda items to be scheduled for the January 22, 2018 meeting.

No address requests were made from the commissioners.

HLC Staff Report

4. Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A.")



MOTION:

Motion made by Chair Sevigny, seconded by Commissioner Blough, **AND CARRIED TO ACCEPT THEM AS STATED.**

OPPOSED: *Commissioner Stapler*

Other Business – Discussion and Action

5. Discussion and action on Regular meeting minutes for December 4, 2017.

Chairman Sevigny asked commissioners if they had any additions, corrections and/or revisions for the December 4, 2017 meeting minutes.

Chairman Sevigny requested that a revision be made to the December 4, 2017, minutes. On Page 7 under the tally, it reads **Chairman Sevigny**. He clarified that he was still Vice-Chair at that time and suggested that this revision be made to the minutes.

MOTION:

Motion made by Chairman Sevigny, seconded by Commissioner Blough, **AND CARRIED TO APPROVE THE DECEMBER 4, 2017, MINUTES WITH THE REVISION STATED ABOVE.**

AYES: *Commissioner Sevigny, Hamilton, Mowles, Trimble, Blough, and Luciano.*

OPPOSED: *Commissioner Stapler*

ABSTAIN: *Commissioner Ramos*

ABSENT: *Commissioner Wright*

MOTION:

Motion made by Chairman Sevigny, seconded by Commissioner Trimble, **AND UNANIMOUSLY CARRIED TO ADJOURN THE MEETING AT 4:36 P.M.**